

6-10-1997

Meeting Minutes

WKU Council of Academic Deans

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**MINUTES
COUNCIL OF ACADEMIC DEANS
JUNE 10, 1997
9:00 a.m.**

Members Present: Jacqueline Addington, Michael Binder, Barbara Burch, Michael Dale, Elmer Gray, Martin Houston, Luther Hughes, Carl Martray, Dan Myers (representing Robert Jefferson), Phillip Myers, and Richard Troutman (representing David Lee)

1. **Minutes of the May 27, 1997, Meeting were distributed.**

2. **Information/Clarification:**

A. Files on Applicants for Vacant Positions

The memorandum dated September 30, 1996, was distributed regarding the files on applicants for vacant positions. Mr. Dale reminded the Deans that all files for faculty and exempt position searches need to be forwarded to the Affirmative Action Office.

B. Fund Balance Requests

Fund balance requests forms were distributed. Requests should identify specific annual priority goals to be supported by the requested items. Departments and units can submit up to (5) five requested items that relate to at least two of the six annual priority goals. Deans are to list and prioritize up to thirty fund balance requests for their college. Deans should submit all the departmental forms with their college summary. The deadline is July 18, 1997.

C. Summer School Report

Summer school enrollment report was distributed. *Dr. Addington will check on the possibility of receiving report by college. The deans were reminded of summer school report regarding cost/revenue is due to the Vice President as soon as possible.*

D. Associate Vice President Enrollment Management Appointment

The Vice President announced that Dr. Luther B. Hughes, Jr. has been appointed as Associate Vice President Enrollment Management.

E. Summer Retreat Date(s)

July 10 has been canceled, but July 11 will be held for a one day retreat for the full Council of Academic Deans. July 23-24 will be for Academic Deans only.

Dates could not be confirmed for Department Heads. The Vice President is looking at couple of days for groups of department heads to gather best thinking. Will confirm at a later date.

3. **Discussion Items:**

A. Use of Additional Funds for Next Year Priorities

There was discussion of where the additional \$761,000 funds will be allocated. Copies of the "Funding for Operational Plan Implementation (New and Reallocations), Budget, 1997-98" and "Academic Affairs Going from Operational Plan to Budget" were distributed during the discussion. These additional funds will not be allocated to salaries this year. The Vice President will be preparing a report for the Board of Regents identifying benchmark salaries and with a plan to increase faculty salaries comparable to benchmark salaries.

B. Criteria for Program Evaluation/Prioritization

The need to create criteria for program evaluation/prioritization for Open University was discussed. Need to determine what representatives from different campuses should meet to determine how the Open University should be structured.

The Vice President assured the Board that by the 1998 fall term a process will be in place to continually identify program criteria.

C. Overload/Compensation Policies

The Vice President plans to revisit these policies in the future. She is concerned that there are practices but no written policies.

D. Continuing Education Discussion

There was discussion on what direction Continuing Education should be taking. The Vice President will work with Dr. Addington to bring a consultant in to begin this discussion.

4. What's New? What's Happening?

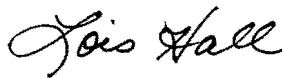
- 1500 students on campus for basketball camps.
- Black Educators are meeting in Paducah on Saturday. For more information, contact Dr. Jim Becker.
- ***Deadline for annual report due from department by June 30 instead of June 15. Deans are to address four goals identified last year.***

5. Items for Distribution:

- "Happenings"

Meeting adjourned.

Respectfully submitted,



Lois Hall